



JOB OPPORTUNITY

www.gpo.gov

Announcement Number: 07-403 **AMENDED TO EXTEND CLOSING DATE**
Position Title: Librarian (Assessment Specialist)
Series and Grade: PG-1410-11/12
Salary Range: \$55,706 - \$86,801 PA
Promotion Potential: PG-12
Opening Date: 11/29/07
Closing Date: 01/25/08
Location of Position: Library Services and Content Management
Collection Management and Preservation
Office of Education and Outreach
Library Partner Services, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-Time
Who May Apply: All U.S. Citizens

Make Your Mark on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

MAJOR DUTIES:

The incumbent is responsible for planning and carrying out complex investigations of Federal depository libraries that involve all aspects of professional library practice, including individual allegations of denial of access, or general restrictions on public access. These functions involve: analyzing, researching, and responding to inquiries relating to depository compliance. Identifying violations of Title 44, United States Code, Chapter 19 and other policies. Preparing comprehensive Assessment Reports and Self Study Evaluations that accurately reflect conditions in depository operations; including, identifying weaknesses and presenting reasonable strategies to address them. The incumbent works to identify, formulate, revise, and publish FDLP policies, manuals, and regulations. Assists in the development of workflow processes for onsite visits to promote best practices for depository operations. Conducts workshops, delivers presentations and speeches and participates in depository-related meetings at GPO and in locations throughout the country. Answers general library administrative questions via telephone, email and the online customer relationship management system. May be required to conduct on-site visits, and follows up as needed. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

As a basic requirement, all librarians must have professional education in library science or possess equivalent experience and/or education as shown below in **A** or **B**;

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree. **OR**
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must show conclusively that the education, training and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge, skills, and abilities essential for providing effective library and information services. **AND**

For the PG-11 level: In addition to meeting the basic qualification requirements, applicants must have 3 full years of progressively higher level graduate education or master's in library science or doctoral degree (Ph.D or equivalent) related to the position; **AND** possess one year of specialized experience equivalent to the PG-09 grade level. Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Specialized experience is described as; analyzing library information (i.e. surveys, self studies, or other indicator tools) to identify trends, patterns, inconsistencies, or weaknesses; and reviewing library practices for compliance with established policies, regulations, and standards.

For the PG-12 level: In addition to meeting the requirements cited above for the PG-11 level; applicants must possess one year of specialized experience equivalent to the PG-11 grade level. Specialized experience is described as; developing strategies to resolve weaknesses in library practices; and successfully arguing and defending legal and professional library standards and/or practices.

All qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Knowledge of Title 44, U.S.C. Chapter 19, the Instructions to Depository Librarians, and the objectives and operations of the Federal Depository Library Programs (FDLP), and the Depository Library Handbook in order to conduct assessments and evaluations.
2. Knowledge of the full scope of depository library practices and standards in order to identify inconsistencies and unlawful or wasteful practices.
3. Knowledge of automated library applications, electronic government information products, and the internet in order to investigate complaints regarding access; and to train professional library staff on newly developed or implemented products.

4. Skill in oral communication in order to negotiate operational or policy changes; deliver effective presentations and speeches; and to successfully argue and defend legal and professional standards for depository libraries.
5. Ability to communicate effectively in writing in order to develop workshop tools and references; and to prepare recommendations, project documents, and comprehensive reports.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HR Consulting Services
Valerie J. Tripp
Phone: (202) 512-2010 X33271
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, background check, and reference check before appointment.

GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.